1. <u>VISION STATEMENT</u>

Vision

We seek to promote good governance by providing quality training and learning related to performance with a view to build a professional civil service that is efficient, accountable and responsible.

2. <u>HISTORY & BACKGROUND</u>

The H.P. Institute of Public Administration was set up on 1st January, 1974 with the objective to provide training to the officers and officials of the State Government. With the passage of time activities of the State government increased manifold which resulted in large scale recruitment of employees in different departments of the State and since HIPA's available infrastructure was seen to be underutilized and the training needs of various departments were also recognized over a period of time, the mandate of HIPA expanded to meet the training needs of such government departments. In the year 1982, the State Institute of Rural Development was also established in HIPA with financial assistance from Ministry of Rural Development, Government of India. In 1988 HIPA was also designated as the Training Institute for the Subordinate Accounts Services of the State.

3. <u>This Institute aims at</u>

- **Enhancing Knowledge**
- **Upgrading Skills**
- **Changing Attitudes**

  of the officers and officials of the State Government in discharge of their duties.

4. <u>Divisions</u>

- State Administrative Training Institute
- State Institute of Rural Development
- Board of Departmental Examinations

5. Staff Strength

A- **ATI**

Post	Sanctioned	In Position	Remarks
Director (IAS)	1	-	Additional Charge
Addl/Jt/Dy Director (HAS)	1	-	
Associate Professor (Management)	1	-	
Assistant Professsor (PA,EA & IT)	3	2	One vacant (AP-PA)
Joint Controller (F & A)	3	3	
Deputy Controller (F&A)	2	2	One on long duration Training
Superintendent (Gr.I & II)	4	4	
Class-III	42	29	Total vacant=13 Clerks-9,Steno-1,Driver-1 Librarian-1, Manager IT-1
Class-IV	30	28	2-Vacant
Total	87	68	19 -Vacant

B- **SIRD**

Post	Sanctioned	In Position	Remarks
Deputy Director (Research)	1	1	
Research Officer	1	1	
Class-III	2	2	
Daily Wager Class-IV	1	-	**Vacant**
Total	**5**	**4**	
GRAND TOTAL (A) & (B)	**92**	**72**	**20 Vacant**

6. ORGANIZATIONAL STRUCTURE

The Institute is headed by the Director from I.A.S. cadre. He is assisted by a number of officers and faculty members in conducting the affairs of the Institute. Following organizational chart depicts the hierarchy of the Institute.
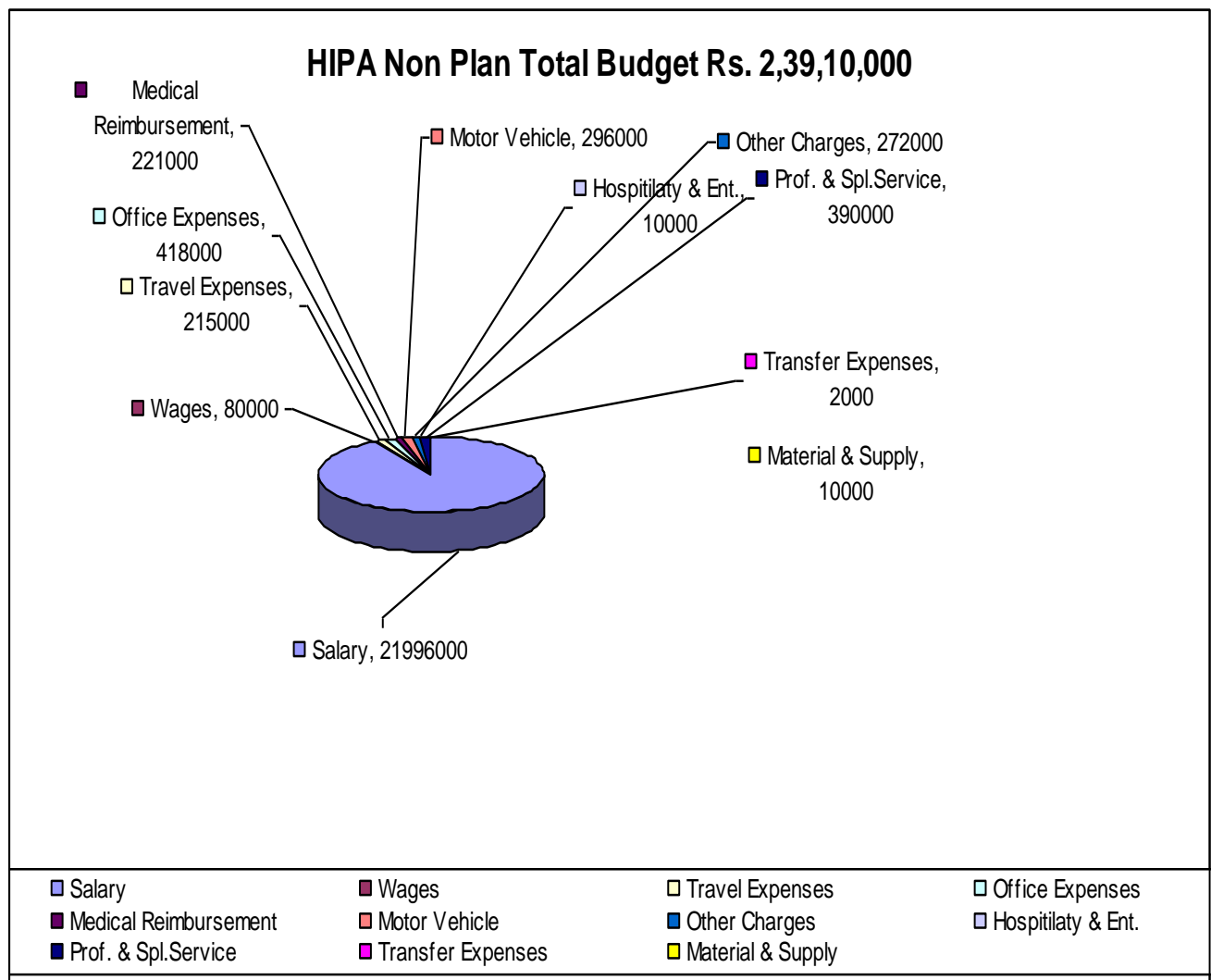
Organizational Structure

```
                              Director
         ┌───────────────────────┼───────────────────────┐
       HIPA                    BODE                     SIRD
   ┌─────┼─────┐                 │              ┌─────────┴─────────┐
Addl/Jt./Dy.  Jt./Dy    AP    Secretary     Deputy          Core Faculty
Director    Controller Pub.Admn/           Director
    │                   EA                  Research
Superintendent                                 │
Grade-I                                    Research
                                           Officer
```
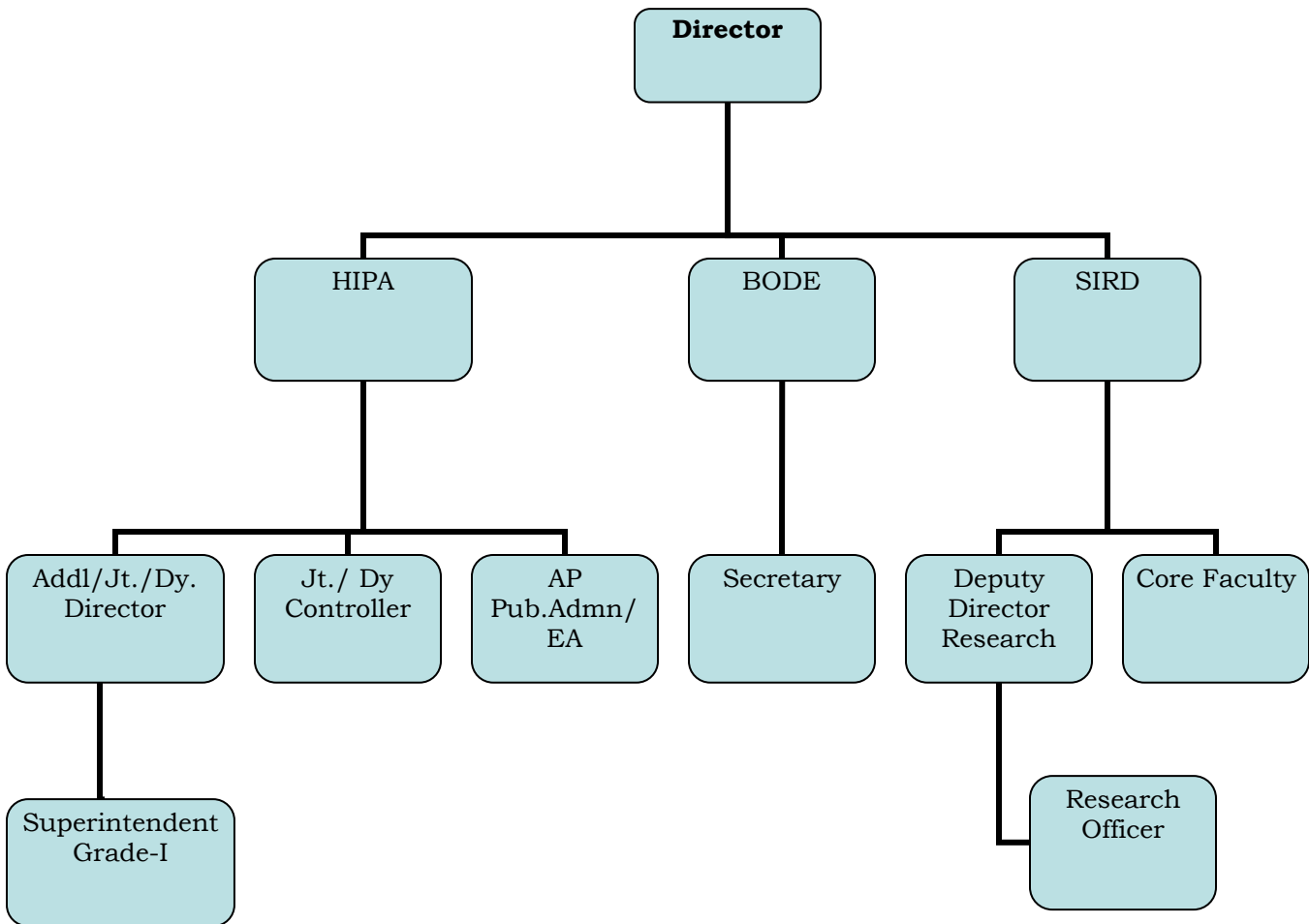
`7. GOVERNING COUNCIL

The   composition of the Governing Council of HIPA is as under:

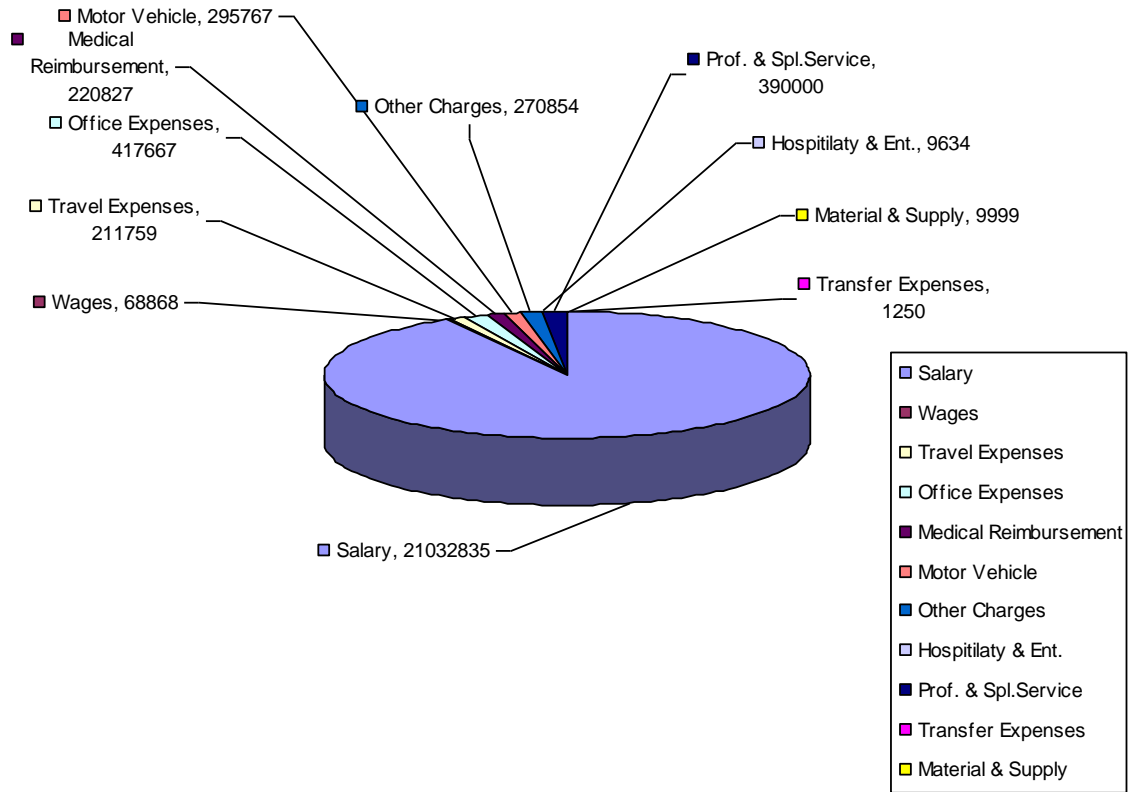|		
i)	Chief Secretary to the Government of H.P.	Chairman
ii)	Principal Secretary (Dev.) to the Government of H.P.	Member
iii)	Principal Secretary (Industries) to the Government of H.P.	Member
iv)	Principal Secretary (Finance) to the Government of H.P.	Member
v)	Principal Secretary (Education) to the Government of H.P.	Member
vi)	Principal Secretary (Personnel) to the Government of H.P.	Member
vii)	Principal Secretary (Training) to the Government of H.P.	Member
viii)	Director, H.P. Institute of Public Administration	Member Secretary

8. BUDGET ALLOCATION AND EXPENDITURE

The following diagrams depict the allocation and expenditure of the Institute under Plan and Non-Plan head of the budget for the year 2008-09.
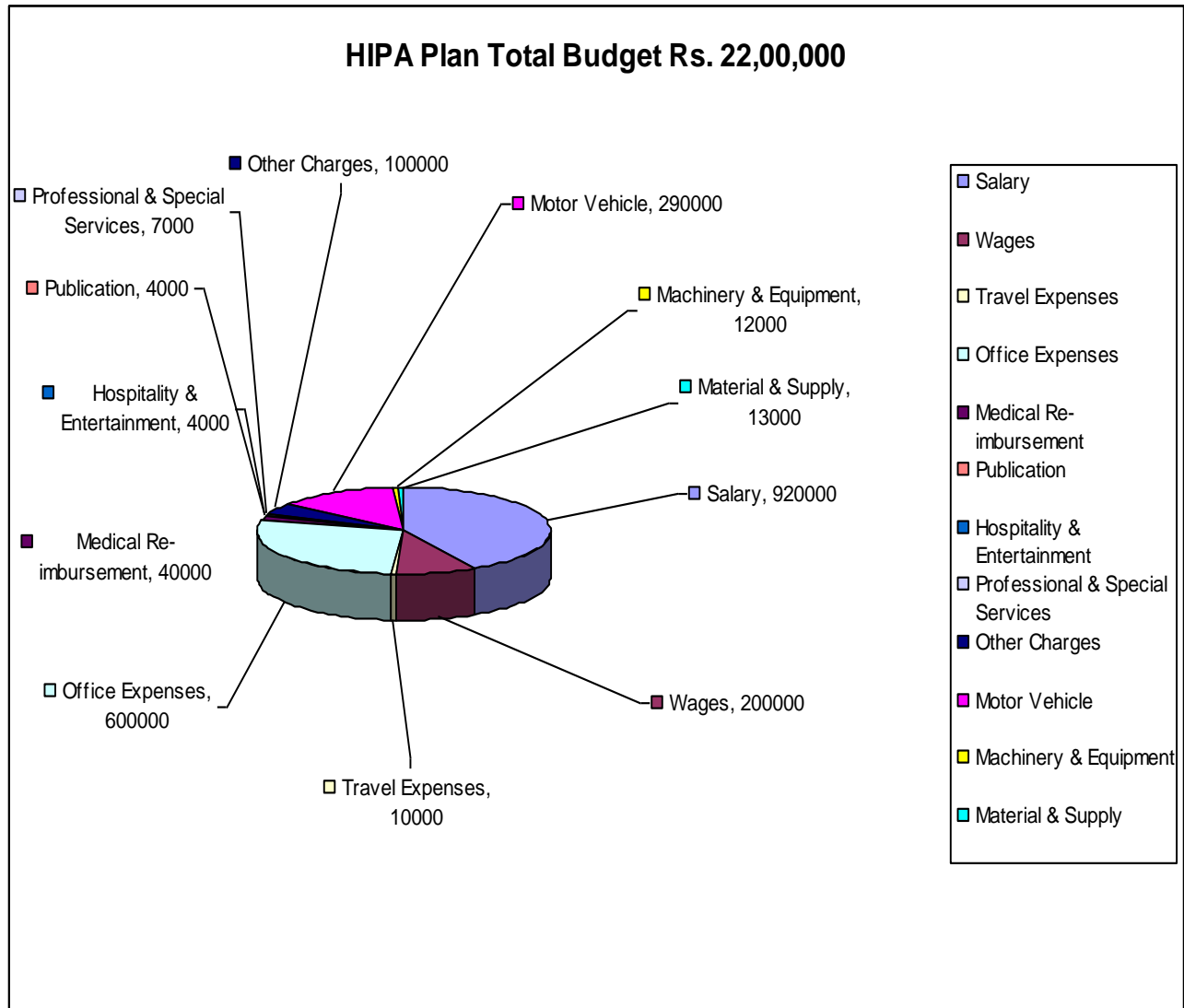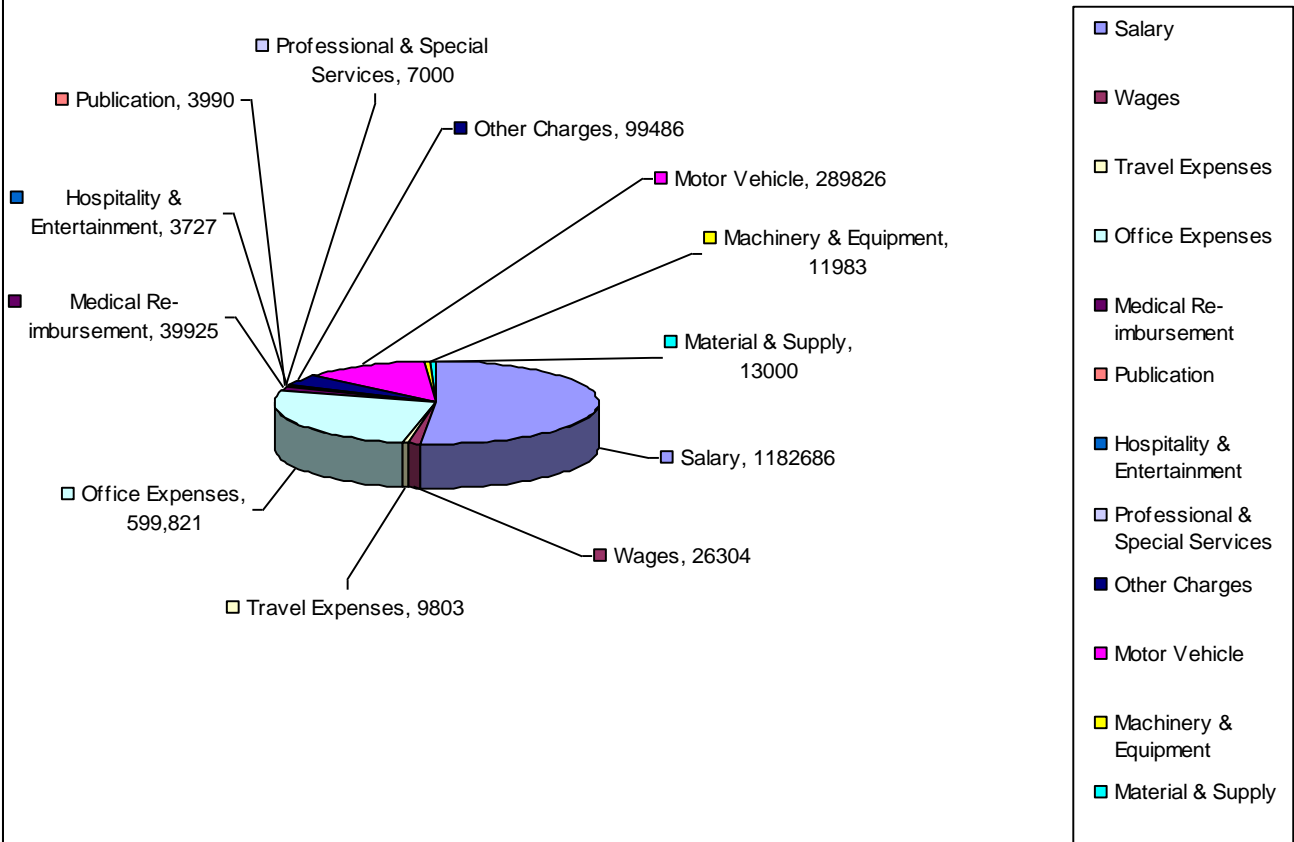
NON-PLAN

HIPA Non Plan Total Budget Rs. 2,39,10,000

- Medical Reimbursement, 221000
- Motor Vehicle, 296000
- Other Charges, 272000
- Hospitilaty & Ent., 10000
- Prof. & Spl.Service, 390000
- Office Expenses, 418000
- Travel Expenses, 215000
- Transfer Expenses, 2000
- Material & Supply, 10000
- Wages, 80000
- Salary, 21996000

□ Salary	■ Wages	□ Travel Expenses	□ Office Expenses
■ Medical Reimbursement	■ Motor Vehicle	■ Other Charges	□ Hospitilaty & Ent.
■ Prof. & Spl.Service	■ Transfer Expenses	□ Material & Supply	

HIPA Non Plan Total Expenditure Incurred Rs. 2,29,29,460

- Motor Vehicle, 295767
- Medical Reimbursement, 220827
- Office Expenses, 417667
- Travel Expenses, 211759
- Wages, 68868
- Other Charges, 270854
- Prof. & Spl.Service, 390000
- Hospitilaty & Ent., 9634
- Material & Supply, 9999
- Transfer Expenses, 1250
- Salary, 21032835

Legend:
- Salary
- Wages
- Travel Expenses
- Office Expenses
- Medical Reimbursement
- Motor Vehicle
- Other Charges
- Hospitilaty & Ent.
- Prof. & Spl.Service
- Transfer Expenses
- Material & Supply

7

PLAN

HIPA Plan Total Budget Rs. 22,00,000

Other Charges, 100000

Professional & Special Services, 7000

Motor Vehicle, 290000

Publication, 4000

Machinery & Equipment, 12000

Hospitality & Entertainment, 4000

Material & Supply, 13000

Salary, 920000

Medical Re-imbursement, 40000

Office Expenses, 600000

Wages, 200000

Travel Expenses, 10000

Legend:
- Salary
- Wages
- Travel Expenses
- Office Expenses
- Medical Re-imbursement
- Publication
- Hospitality & Entertainment
- Professional & Special Services
- Other Charges
- Motor Vehicle
- Machinery & Equipment
- Material & Supply

HIPA Plan Total Expenditure Incurred Rs. 22,87,561

Professional & Special Services, 7000

Publication, 3990

Other Charges, 99486

Motor Vehicle, 289826

Hospitality & Entertainment, 3727

Machinery & Equipment, 11983

Medical Re-imbursement, 39925

Material & Supply, 13000

Salary, 1182686

Office Expenses, 599,821

Wages, 26304

Travel Expenses, 9803

Legend:
- Salary
- Wages
- Travel Expenses
- Office Expenses
- Medical Re-imbursement
- Publication
- Hospitality & Entertainment
- Professional & Special Services
- Other Charges
- Motor Vehicle
- Machinery & Equipment
- Material & Supply

9

9. INFORMATION UNDER RTI ACT,2005

The Central Government has enacted the Right of Information Act, 2005 to provide information to citizens. Under this Act the following authorities in the Institute are designated as required under the Act:

Sr.	Name and Designation	Tel. No.
(1)	Sh. Shrikant Baldi, IAS Appellate Authority Director	2647855
(2)	Sh.B.M.Gupta, Public Information Officer Joint Controller (Finance & Accounts)	2647906
(3)	Sh. K.K. Saini APIO Superintendent ,Gr.-I	2740225

During the year 2008-2009, 37 applications under Right to Information Act, 2005 and 3 Appeals were received and the information have also been supplied. No application is pending after 31/03/2009.

As per provisions of clause (b) of sub-section(1) of the section 4 of the Act, the Institute has published all its information on the Institute website www.himachal.gov.in/hipa for the information of public.

The information on training courses/workshops organized on "Right to Information Act, 2005" is as under:

Course Organized	No. of Courses	Total	Training Mandays
HIPA	11	247	568
RTC/DTC	06	749	749
Total	17	996	1317

These training programmes were conducted by the Institute without any budgetary support from the State Govt. and resources generated internally by the Institute were utilized for the purpose.

The exclusive items out of 17 Manual in respect of Right to Information Act 2005 are as under:-

1.	The powers and duties of its officers and employees.	Director, HIPA, an IAS Officer, is the Head of the Institute which is given the status of a Department of the State. Director, HIPA is assisted by a Joint Director, usually an HAS officer, and other faculty member and staff of the Institute.
2.	The procedure followed in the decision making process, including channels of supervisions and accountability.	The work of the Institute is disposed of in consonance with the rules of procedure of the State Government and within the delegation of powers, administrative and financial approved by the State Government. All matters are decided at the levels of Director except those where the approval of the State Government are required. In such cases, proper communication is addressed the State Government with the request that suitable decision in the matter may be taken and communicated to the Institute.
3.	The norms set by it for the discharge of its functions;	-NA-
4.	The rules, regulations, instructions, manuals and records, held by it or under its control	The HIPA has framed Rules regulation etc. in respect of Board of Departmental Examination. The Rules are available on HIPA website.
5.	A Statement of the categories of the documents that are held by it or under its control.	-NA-
6.	The particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or administration thereof.	None, since the Institute has no direct interaction with the Public. Its only clients are government employees who come to the Institute for various training programmes.
7.	A Statement of the Boards, Councils, Committee and other bodies consisting of two or more persons constituted as its part of or for the purpose of its advice, and as to whether meeting of these Boards, Councils, Committee and other	No such Committees are constituted in respect of the Institute. The Institute, however, has its own association of employees which meets as and when required. The main function of this Committee is to deliberate upon issues that

	bodies are open to the public, or the minutes of such meetings are accessible for public.	affect the welfare of Institute Employees.
8.	A directory of its officers and employees.	As per annexure 'B'
9.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;	As per Annexure 'B' column no.6.
10.	The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programme;	The Institute does not administer any subsidies.
11.	Particulars of receipients of concessions, permits or authorizations granted by it.	-NIL-
12.	Details in respect of the information, available to or held by it, reduced in an electronic form;	The Institute details are available on its website www.himachal.nic.in/hipa
13.	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room, if maintained for public use.	There are no facilities maintained for public use.
14.	Such other information as may be prescribed.	-NIL-

10. HUMAN RESOURCE DEVELOPMENT

The Institute constantly endeavors to upgrade the skills of its faculty members and during 2008-09 and following officers/faculty of HIPA received training on various themes and subjects at different Training Institutes in India.

Sr. No.	Name of Faculty	Name of Training Course/ Workshop/Conference	Dates
1.	Smt. Madhu Bala, HAS-Additional Director,,HIPA	Annual Conference of Heads of State Training Institutes and State Training Coordinators at LBSNA, Mussoorie.	22-23 May, 2008
2.	Sh.B.M.Gupta, Joint Controller (F&A)	Annual Training Conference of NIDM, New Delhi.	9-10 February, 2009
3.	Dr. K.K.Handa, Core Faculty, SIRD	First Training Programme on Training of Trainers on Strengthening District Plan for Human Development at RBI-CAB, Pune.	16-20 June, 2008

4.	Sh. S.C.Sharma, Deputy Director (Research)	Two Days Workshop at Mussoorie.	18-19 June, 2008
	-do-	Meeting of SIRDs under the Chairmanship of the Joint Secretary (Trg.) MoRD, New Delhi.	24th July, 2008
5	Sh. Rajeev Bansal, Research Officer	First Training Programme on Training of Trainers on Strengthening District Plan for Human Development at RBI-CAB, Pune.	16-20 June, 2008

11. <u>TRAINING OUTSIDE INDIA BY FACULTY MEMBERS</u>

The Institute sponsored the following Faculty Members to attend specialized training programmes in different countries during the year 2008-09.

Sr. No.	Name of Faculty	Name of Training Programme	Dates
1.	Dr. K.K.Handa, Core Faculty, SIRD	Two weeks Professional Development Programme for the Nodal Officer Trainers & Resource Persons under the DfiD " Capacity Building for Poverty Reduction" at Bangkok (Thailand) Singapore & Sydeny (Australia).	13-25 October, 2008
2.	Sh.Rajeev Bansal, Research Officer	Course on "Gender Inclusive Rural Development Organized by the NIRD, alongwith the Centre Development for Asia and the Pacific (CIRDAP) at Kathmandu, Nepal.	20-29 July, 2008

12. TRAINING ACTIVITIES AT HIPA & RTCs

Major training activities of the Institute are:

- ❑ Institutional Training for IAS
- ❑ Foundational Courses for H.A.S. & other Gazetted Officers.
- ❑ Professional Course for H.A.S. Induction
- ❑ Training for S.A.S.
- ❑ Training in Rural Management Affairs.
- ❑ Disaster Management Training.
- ❑ Computer Training.
- ❑ RTI Trainings.
- ❑ Need Based Training Programs.
- ❑ Training in Double Entry System of Accounting
- ❑ Training in Urban Affairs & Urban Management
- ❑ Training in Gender Issues
- ❑ Training in Human Rights

13. COURSES ORGANISED AT HIPA DURING 2008-2009

During the year 2008-09 emphasis was laid on organizing training courses on subjects which enhances productive capacities of the employees. Besides, training courses were also organized on the emerging governance issues as well as on themes having direct relevance to the job profiles of employees at cutting edge level. The summary of details of courses conducted at HIPA campus is as follows:

Sr. No	Course Details	No. of Courses	No. of Participants	Training Man days
1.	Professional Courses for IAS/HAS Officers	3	19	535
2.	Foundational Course for HAS & other Gazetted Officers	1	24	1440
3.	Professional Courses for SAS Officers	1	25	1250
4.	Specialized Courses for other Officers/Officials	52	1057	3951
5.	Courses on IT & E-governance	21	518	2844
6.	SIRD Courses (at HIPA)	56	1619	8651
7.	Other Programmes	15	536	763
	Total	149	3798	19434

14. IMPORTANT PROGRAMMES OF THE YEAR 2008-09

During 2008-2009, the Institute organized the following prestigious programmes in addition to the regular training courses:-

o Rapid Training Programme on Preparation & Evaluation of Detailed Project Report)DPR) Uttrakhand Academy of Administration, Nanital.
o Training of Trainers on Right to Information Act, 2005 in collaboration with YASHDA.
o Rapid Training Programme on JNNURM for Municipal Counsellor of Shimla.
o Workshop on E-Nivaran for Forest Department.
o Two One day Workshop on Hydro Power Projects (HIMURJA)
o Workshop on Public Finance Management Accountability Assessment.
o One day VPN Training.
o Fourth Judicial Colloquium on PC & PNDT Act.
o Two Workshop on Implementation of Service Quality Standards (M.C.Shimla).
o One-Day National Level Workshop of Emerging trends in Mycoplasmas (by IGMC, Shimla).
o State Orientation Programme on Adoption & Non-Institutional Care.
o One day Workshop on *E-Nivaran* & on line.
o 40th Meeting of Ganga Flood Control Commission.

15. <u>COURSES UNDER REGIONAL / DISTRICT TRAINING CENTRES</u>

In addition to training programmes organized at the Institute Campus, 30 training programmes were also organized in Regional/District Training Centers.

These Centers have organized training in the field of Computer Application/Operation, Office Procedure and Financial Administration and Service Rules etc. keeping in view the requirement of staff posted in these districts:

Sr.No.	RTC/DTC	No. of Course	No.of Participants	Training Mandays
1	Dharamshala	15	551	1863
2	Mandi	11	400	1385
3	Chamba	2	34	204
4	Bilaspur	1	126	126
5	Hamirpur	1	142	142
	Total: (including 8 courses under SIRD)	**30**	**1253**	**3720**

16 <u>ICT Facilities/Trainings</u>

Over a period a time, the Institute has established well equipped ICT infrastructure and Computer Training facilities sufficient for 153 Trainees (30+30 at Shimla, 29 at Mandi, 32 at Dharamshala and 32 at Chamba) at its campus at Shimla, two Regional Training Centres at Mandi, Dharamshala and at its third Training Centre at Chamba with financial assistance from Ministry of Rural Development, Department of Personnel & Training, Ministry of Communications and Information Technology, Govt. of India and also from its own resources.   These centres are engaged in conducting regular training programmes in the field of ICT, such as Basic Computer Course, Advance Computer Course, Software based Trainings and trainings related to E-Governance, CAD, STAAD and Training of Trainers etc.

During the year 2008-2009, the Institute has conducted about 66 (44 Shimla, Dharamshala 11, Mandi 9, Chamba 2) training programmes of 3 to 6 days duration each on different topics of ICT at Shimla, Mandi, Dharamshala and Chamba. Also, most of the

programmes conducted at Shimla were residential in nature. Programmes at these 4 Centres have been attended by 1695 (1228 Shimla, Dharamshala 236, Mandi 197, Chamba 34) participants working at various levels in the State Departments such as Police, HPSEB, Ayurveda, Panchayati Raj, Rural Development, Food-Civil Supplies & Consumer Affairs, IPH (Hydrology), Treasuries, Accounts & Lotteries, Education, Forest, Social Justice & Empowerment, District Administration Mandi, Dharamshala & Chamba, Officers/officials from various Departments in GOI Sponsored Training Programmes, SAS Trainees, HAS & Other Gazetted Officers during their Foundational / Professional Training. All the ICT infrastructure and ICT Trainings are being looked after by the Faculty from National Informatics Centre (NIC), Himachal Pradesh in association with Institute's own Faculty. However, Mandi, Dharamshala and Chamba centres are being run with Faculty support from DOEACC Shimla.

17. <u>STATE INSTITUTE OF RURAL DEVELOPMENT (SIRD)</u>

The State Institute of Rural Development (SIRD) is established under a centrally sponsored scheme and financed on 50:50 basis by the Ministry of Rural Development, Government of India and State Government. The main functions of the State Institute of Rural Development are to organize training programmes/ seminars / workshops & conferences for the officials and non officials engaged in Rural Development work and to undertake action oriented research including case/evaluation and impact studies on various dimensions of rural development.

The SIRD, H.P. organizes training programmes on the basis of training requirements of the Rural Development and Panchayati Raj Department of the State Government. During the year 2008-09, the institute has conducted 64 training programmes on issues concerning of Rural Development and Panchayati Raj at HIPA and its Regional Training Centres in which a total of 1789 participants (which include 190 elected representatives of PRIs) have been imparted training generating 9671 training mandays. The courses are conducted on different emerging issues viz. National Rural Employment Guarantee Scheme, Social Audit, Watershed Development, Backward Region Grant Fund (BRGF), Total Sanitation Campaign (TSC), District Planning, Double Entry System of Accounting, Application of Software's and Basic Computer Courses on MS- Word and MS-Excel. In addition to this, 77 programmes on NREGA at block level and 9 programmes

in new districts covered under NREGA have also been slotted to be organized before 31st March, 2009, the information on these programmes is still awaited.

18. RESEARCH & DOCUMENTATION

A **Research & Documentation Centre** has been set up in the Institute in the year 2006. The Centre has carried out following Research and Documentation Report in the year 2008-09.

- Right to Information Act, 2005- Report on District Trainings
- Case Study of Watersheds
- Case Studies on RTI Act, 2005
- Study of Training Approach for PRIs by SIRD, Orissa & Assam-
- Study of Local Governance Model of Kerala
- Manual on Double Entry Accounting Information System
- Gender Mainstreaming through Policies and Programs in H.P.
- Reports in Pipeline-
  - Panchayati   Raj in Himachal Pradesh
  - Rural Development Statistics in H.P.

19. ADOPTION OF DEVELOPMENT BLOCKS FOR I.T. SUPPORT

The Institute has adopted **Mashobra and Kandaghat Blocks** to meet their Information Technology requirements in full. A total of 75 desktop computers and 2 Laptop computers alongwith printers and other peripherals have been given to these 2 Blocks. The computers have been installed in each Gram Panchayat level .

20. COLLABORATION WITH OTHER INSTITUTES

During 2008-2009, faculty and trainees from the following National and State Level Institutes visited HIPA to benefit from the expertise available with this Institute and

the Institute also organized various courses in its campus in collaboration with these institutes.

1. National Institute of Urban Affairs, New Delhi
2. National Institute for Disaster Management, New Delhi
3. National Institute of Rural Development, Hyderabad. Off Campus Programmes
4. National Audit & Accounts Academy, Shimla

21. <u>DEPARTMENTAL EXAMINATION</u>

In order to maintain and improve the functional efficiency of its officers/officials, the Government of Himachal Pradesh has introduced a system of departmental examinations, the Government of Himachal Pradesh under the HP Departmental Examination Rules, 1976, has constituted the Board namely "**The HP Board of Departmental Examination (BODE)**". These Rules stood repealed in 1997 and the Board of Departmental Examination (BODE) was recast as under with Chief Secretary to the Government of Himachal Pradesh as its Chairman. The other members are as follows:-

1.	Principal Secretary (Revenue)	Member
2.	Principal Secretary (Horticulture)	Member
3.	Principal Secretary (Personnel)	Member
4.	Principal Secretary (Finance)	Member
5.	Principal Secretary (Training)	Member
6.	Director General / Director, HIPA	Member
7.	Officer on Special Duty or any other Officer of HIPA	Member Secretary

The Departmental Examinations are required to be passed once in their service career by the officers/officials belonging to the following categories for the purpose of confirmation in the service even after completion of probationary period, proficiency step-up, higher scale next due, and promotion to the next higher post.

19

1.	IAS/HAS Officers

2.	Tehsildars/Naib-Tehsildars

3.	IFS/HPFS and all other Gazetted / eligible Non-Gazetted Officers of Himachal Pradesh (Technical/Non-Technical)

The Departmental Examinations for the above categories of officers/officials are normally conducted twice in a year in accordance with the HP Departmental Examination Rules, 1997 as amended from time to time. In addition to above, the Departmental Examinations for the Excise and Taxation Inspectors of the Excise and Taxation Department of Himachal Pradesh are also being conducted under the Excise and Taxation Inspectors Departmental Examination Rules, 1978.

During the year, 2008-2009, the Departmental Examinations have been conducted for the following categories of officers/officials during the month of April & September, 2008 as below:

Sr. No.	Category	No. of Officers/ Officials Applied		No. of Officers/ Officials Appeared	
		4/2008	9/2008	4/2008	9/2008
1.	IAS	-	2	-	2
2.	HAS	21	18	18	14
3	Tehsildars/Naib Tehsildars	188	165	138	108
4.	IFS/HPFS Officers and Other Gazetted /Non-Gazetted Officers of State Government (Technical/Non Technical)	1246	1754	837	1386
5.	Excise and Taxation Inspectors of Excise and Taxation Department.	31	23	25	19

As per the Notification No. Per. (Trg.) E(3)1/96 dated 20.10.1998 to the Government of Himachal Pradesh, the Board have re-evaluated the answer sheets of the following categories/ candidates who had applied for the re-evaluation of the departmental examination held in the month of April, 2008 & September, 2008.

Sr.No.	Categories	No. of Officers/Officials applied for re-evaluation	
		4/2008	9/2008
1.	HAS	7	1
2.	Tehsildars / Naib Tehsildars	20	22
3.	IFS/HPFS Officers and other Gazetted / Non-Gazetted Officers of State Government (Technical / Non-Technical)	59	50
4.	E.T.I.	7	3

In addition to the above, the "BODE" has conducted the following examinations for Boards/Corporations of H.P.:

Sr. No.	Session/Year	Name of the Board/Corporation	No. of candidates applied	No. of candidates appeared
1.	4/2008	H.P. Education Board	1	-
	9/2008		1	1
2.	9/2008	H.P. Housing Board	1	1
3	9/2008	H.P.S.I.D.C.	3	2

22. **LIBRARY**

1.   The Institute has a well –equipped library which caters to the needs of faculty members; participants of the training courses, workshops and seminars; State government officers /officials; probationers and staff members of this Institute .In addition, it also serves the requirements of guest speakers, researchers, academicians and administrators who visit the Institute from time to time.

2.   The timing of library is from **9.00 am to 7.00 pm** .The extended timings have been kept for the benefit of trainees and other guests.

3.   The Library has **41594** books in its stock. During **2008-2009** the library added **838** books to its stock.

4.   It received **82** journals/ magazines and **24** newspapers by way of subscription, exchange and gifts during **2008-2009.**

5. The library membership is open to all State Government officers/ officials and participants of training programmes in the Institute. During the year **2008-2009,** membership of the library increased from **686 to 723**.

6. Library Books are regularly entered in a library software package, which catalogue is now available for viewing on Internet. **(http://himachal.nic.in/hipa)**

7. For increased use of website resources, **10 computers** have been installed in the library with internet and printer facilities

8. During the year i.e. **1-4-2008 to 31-3-2009, 4727** persons visited the library.

9. Photocopy /Lamination facility is now available in the library premises.

23. INSTITUTE WEBSITE

Latest information of the Institute is available on its website including its Training Calendar, Library Catalogue, Departmental Examinations details, Downloadable forms and News events besides other useful information. The address of the Internet website is ***http://himachal.gov.in/hipa*** .

24. ACCOMMODATION & CATERING

The lodging arrangements for the participants who undergo training in various programmes are made in the Guest Houses of the Institute against payment. The arrangements for Guest Faculty members are made without any charges.

The Institute runs its own catering services on cooperative basis. It provides meals to the trainees, guest faculty and staff as per requirements on fixed charges. Government of H.P. has also permitted the management of Institutes' guest houses on cooperative basis.

TELEPHONE DIRECTORY OF HIPA OFFICERS AND OFFICIALS
H.P.INSTITUTE OF PUBLI C ADMINISTRATION; FAIRLAWNS; SHIMLA-171012
LIST OF OFFICERS/OFFICIALS (Telephone Nos. (Office/Res.) Mobile Nos. PBX No.)
(EXCHANGE Nos. 0177-2647045; 2647331; 2647453; 2647808)

Sr. No.	Name & Designation	Telephone		Monthly Gross Salary	Any Other Information
		Office	Res.		
1	Sh. Shrikant Baldi,IAS Director	2647855	2620027	Being drawn from R.D. Deptt.	Appellate Authority (RTI Act, 2005)
2	Dr.K.K. Handa Core Faculty	2647036	2627127	54,898/-	Core Faculty & Incharge Library
3	Sh. B.M. Gupta, Jt.Controller(F&A)	2647906	2012499	42,210/-	Secy. (BODE) & PIO (RTIAct, 2005) and Faculty in Fin.Admn.
4	Sh.H.K.Sharma, Jt. Controller(F&A)	2647534	2842362	43,210/-	Nodal Officer (Store) and Faculty in Finance & Accounts
5.	Sh. J.R.Sharma, Jt.Controller(F&A)	2647903	2620163	44,378/-	Head of Office and Faculty in Finance & Accounts
6.	Sh. Jatinder Mohan Awasthi Dy.Controller(F&A)	-	-	34,964/-	Under Training at National Institute of Financial Management, Faridabad
7.	Sh.Subhash Chand Dy.Controller(F&A)	2647905	2620743	36,489/-	Drawing & Disbursing Officer
8.	Sh. Neeraj Goel, PSA NIC	2647113	2808802	58,444/-	Faculty-Computer
9.	Sh.Satish Chand Sharma, Deputy Director(Res.)	2647049	--	33,964/-	Faculty-SIRD
10.	Sh.Rajiv Bansal Research Officer	2647902	2621210	31,515/-	Research & Documentation
11.	Smt. Bhawna, BDO	2647736	--	25,701/-	Faculty-SIRD
12.	Sh. Sandeep Kumar Asstt.Prof.(IT)	2647113	--	18,500/-	Faculty-Computer
13.	Ms. Kiran Kureel Instructor (IT)	2647113	2623445	14,000/-	IT Center
14.	Sh. K.K. Saini Superintendent(Grade-I)	2740225	--	34,730/-	APIO- RTI Act, 2005
15.	Smt. Prabha Negi, Superintendent, (Grade-II)	--	2751210	33,004/-	Superintendent, Examination
16.	Sh. Chandu Ram Verma Superintendent(Grade-II)	--	2790504	33,747/-	Superintendent, Training
17.	Sh Dina Nath Thakur Superintendent (Grade-II)	--	6521430	29,216/-	Superintendent Training
18.	Sh. Baldev Singh, P.A.	2647855	-	29,677/-	P.A. to Director
19.	Sh.Prem Raj Chauhan, Jr.Scale Stenographer	--	--	23,028/-	Attached with Faculty
20.	Sh.Prem Singh Thakur Jr.Scale Stenographer	2647855	--	18,166/-	Attached with Faculty
21.	Sh. Dula Ram Chauhan, Sr.Asstt.	--	--	30,119/-	Establishment Assistant
22.	Sh. Jagat Ram Thakur, Sr.Asstt.	--	--	22,368/-	Establishment Assistant
23.	Smt. Krishna Thakur, Sr.Assistant	--	2650275	29,216/-	Library Section
24.	Smt. Oma Rana, Sr.Assistant	--	2803053	24,403/-	Training Branch
25.	Sh. Narayan Dutt Sharma, Sr.Assistant	--	--	22,368/-	Store Assistant

1	2	3	4	5	6
26.	Smt. Santosh Narta, Sr.Assistant	--	2620924	23,068/-	Accountant
27.	Smt. Aruna Kaushal, Sr.Assistant	--	2832893	21,659/-	Cashier
28.	Sh. Dharam Chand, Sr.Assistant	--	--	26,067/-	Bill Assistant
29	Sh. Kamal Kishore Dheer Jr. Assistant	9	--	19,420/-	Diary-Despatch/ Reception
30	Sh. Birbal Chand, Jr.Assistant	01892/ 227599	--	17,232/-	RTC Kangra at Dharamshala.
31	Sh. Prem Lal Sharma	-	-	19,949/-	Bill Assistant
32	Sh. Tirath Ram, Jr.Assistant	--	--	13,869/-	Training Branch
33	Sh. Karam Chand, Jr.Assistant	--	--	13,038/-	Examination Branch
34	Sh. Daya Nand Sharma, Audio Visual Assistant	--	--	17,057/-	Audio Visual Branch
35	Sh. Surinder Kumar, Computer Operator	01892 /227599	--	22,203/-	RTC Kangra at Dharamshala
36	Sh. Pankaj Bisht, Investigator	--	--	15,229/-	Training Branch
37	Sh. Naresh Thakur, Investigator	--	--	15,229/-	Training Branch
38	Smt. Manorma Kaundal,Investigator	--	--	14,729/-	ITC Branch
39	Sh. Gopal Dev Sharma	-	-	14,729/-	Training Branch
40	Sh. Chandermani, Clerk	9	-	9,651/-	Reception
41	Sh. Paras Ram, Cook	-	--	18,166/-	HIPA:Cooperative Mess Society
42	Sh. Balkrishan Shandil, File Fetcher-cum-Book Binder	-	--	16,216/-	Working as File Fetcher-cum-Book Binder
43	Sh. Krishan Lal Chauhan, Asstt.Librarian	-	--	16,059/-	Library Section
44	Sh. Hoshiar Singh, Driver	-	--	24,212/-	Driver
45	Sh. Gupat Ram, Driver	-	--	14,339/-	Driver
46	Sh. Jaswant Singh, Driver	-	--	16,679/-	Driver
47	Sh. Suresh Kumar, Driver	--	--	18,201/-	Driver
48	Sh. Puran Chand, Driver	--	---	4,995/-	Driver
49	Sh. Krishan Lal Thakur, Library Attendant	--	--	15,986/-	Library Attendant
50	Sh. Bhagwati Parshad, Library Attendant	--	--	16,873/-	Library Attendant
51	Sh. Gandhi Ram, Cleaner-cum-Bus Conductor	--	--	16,793/-	Cleaner-cum-conductor
52	Sh. Deep Ram Verma, Cleaner-cum-Conductor	--	--	15,362/-	-do-
53	Sh. Dalip Singh, Gestetnor Operator	--	--	15,806/-	Gestetnor Operator
54	Sh. Dharam Singh, Peon	2647855	--	16,693/-	Director's office
55	Sh. Satya Parkash, Peon	--	--	8455/-	-do-
56.	Sh. Parshotam Chand, Class-IV	--	--	16,184/-	RTC Kangra at Dharamshala

1	2	3	4	5	6
57	Sh. Jai Raj Negi, Peon	-	-	15,906/-	Examination Branch
58	Sh. Gopal Singh, Peon	-	-	15,906/-	Administrative Block
59	Sh. Hari Ram, Peon	-	-	17,293/-	Administrative Block
60	Sh. Rajeshwar, Peon	-	2740381	12,258/-	Class Room Attendant
61	Smt. Tarawati, Peon	-	-	14,919/-	Training Branch
62	Sh. Durga Ram, Peon	-	-	15,019/-	Class Room Attendant
63	Smt. Nirmla Lakhanpal, Peon	-	2627673	14,559/-	Administrative Block(Ground Floor)
64	Sh. Roshan Lal, Peon	-	-	15,641/-	RTC-Mandi
65	Sh. Dablu Ram, Peon	-	-	8,155/-	Training Branch
66	Sh. Narinder Kumar, Peon	-	-	8,455/-	Dak Runner
67	Sh. Dharam Parkash, Peon	-	-	7,878/-	Guest House
68	Sh. Jagat Pal, Peon	-	-	7,878/-	IT Centre
69	Smt. Roshni Devi, Mali	-	-	12,812/-	/-Mali
70	Sh. Ankit Kashyap, Mali	-	-	7,878/-	Mali
71	Smt. Nirmla Devi, Sweeper	-	-	14,475/-	Training Branch
72	Smt. Kusum, Class-IV	-	-	9,846/-	Training Branch
73	Sh. Dharam Pal, Sweeper-cum-Chowkidar	-	-	12,424/-	Chowkidar
74	Sh. Govind Singh, Class-IV	-	-	14,559/-	Kailash Guest House
75	Sh. Besaria Ram, Class-IV	-	-	14,919/-	Dhauladhar Guest House